

GSO Vendor Outreach

Promoting full and open competition

March 28, 2014

Today's Agenda

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|---------------|---|
| 09:00 – 09:30 | Check-in, collect your handouts |
| 09:30 – 10:00 | Presentation – procurement process and BPA overview |
| 10:00 – 10:30 | Q&A |
| 10:30 – 12:00 | Vendor presentations
(Your opportunity to pitch your business to our procurement and technical evaluation staff) |

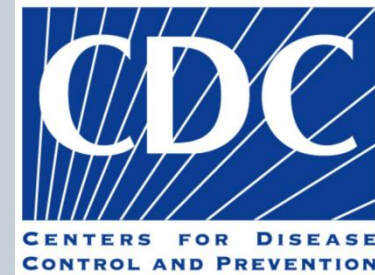
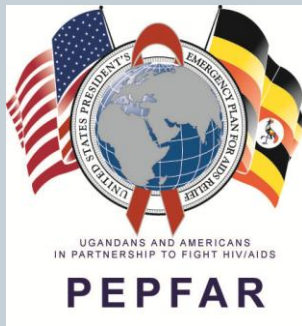
About Vendor Presentations

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- You will be called by the number printed on the flyer received
- Make sure to fill up the “Vendor Registration Form”
- You will have 3 minutes to brief key Embassy personnel about your business
- If shortlisted, we will get in touch with you for future procurement needs
- No additional follow-up required on your part

U.S. Government Agency Partners

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Procurement Options

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- Formal Contract
 - e.g. Construction
- Purchase Order
 - e.g. Commercial Items
- Blanket Purchase Agreement (presentation follows)
 - e.g. Low-cost, recurring items
- Petty Cash
 - e.g. Low-cost, one-time purchases

Procurement Process

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- Identify need/requirement
- Secure funding source from agency
- Prepare a solicitation based on the Statement of Work
- Publicize the solicitation
- Evaluate responses
- Award the contract
- Ensure execution in accordance with the SOW
- Pay the invoice

Solicit and Publicize

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- Issue RFQ/RFP depending on estimated amounts
 - <http://kampala.usembassy.gov/procurement.html>
 - Typically advertised between 15 to 30 days depending on value
- Site visits, if construction (very critical)
 - Many times site visit notes takes precedent
- Modifications
 - All modifications to requirements are published
- Bid submission
 - Must be timely
 - Must comply with ALL requirements listed in solicitation

Evaluation, Award & Post Award

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- Evaluation (Agency) by the Technical Evaluation Panel (TEP); CO is ex-officio TEP member
- Financial evaluation- Contracting Officer (CO)
- Award, and start of works/delivery
- Contract management- Contracting Officer's Representative (COR) tracks vendor performance
- Vendor payment- Agency approves invoices for payment

UNAUTHORIZED COMMITMENTS

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(FAR 1.602-3(a))

- “An agreement that is not binding solely because the Government representative who made it lacked the authority to enter into that agreement on behalf of the Government.”
- Authorized Persons:
 - Warranted Contracting Officer

Unauthorized Commitments...

Examples

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- Supplies or services ordered by someone;
 - Not identified in a contract or blanket purchase agreement
 - Outside the scope of the contract
- Contractor starts work before contract is issued or awarded by a Contracting Officer
- An invoice is received from a contractor, but no purchase order or contract exists

Business Ethics

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A group of moral principles, standards of behavior, or set of values regarding proper conduct in the workplace.



Business Ethics Cont....

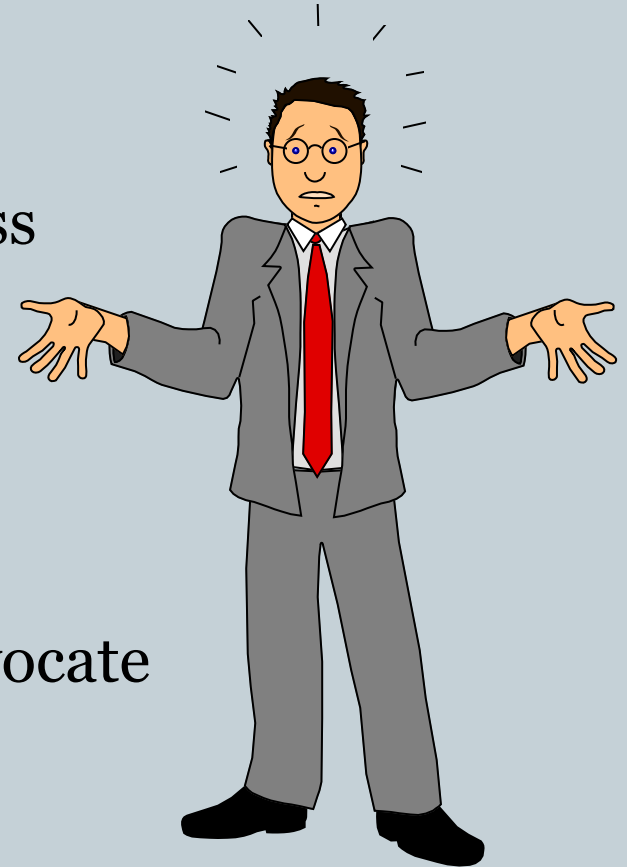
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Results of abuse

- Vendor blacklisting
- Will be barred from conducting business with any U.S. Government entity

What are your choices?

- Speak up. Contact the CO, or the
- Department of State's Competition Advocate



Next Presentation: BPAs

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Objective

Educate BPA vendors of the Mission's BPA procurement, receiving, and payment process

The BPA Process

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1. Starts with creation of a Blanket Purchase Agreement (BPA) by the US Mission
2. The Contracting Officer (CO) authorizes the BPA for use
3. The BPA is forwarded to the vendor to sign and return a copy to the Procurement Section to confirm acceptance of the BPA

The BPA setup process

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- Each approved BPA lists all names of callers authorized by the US Mission for that BPA
- In case of any changes, the Vendor will be informed by telephone call and in writing
- Once a BPA is set up, an authorized caller may request goods using a BPA “Call”

Important - BPA “Calls”

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- All BPA calls (the document authorizing issuance of goods) must bear the signatures of the Financial Management Officer (FMO) & CO
- Vendors **MUST** reject use of any documents by a BPA Caller without the above mentioned signatures
- All authorized callers must present a valid identity card and the vendor should always check to see that the caller is listed on the BPA

Invoice preparation & payments

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The US Mission has two billing Designated Billing Offices (DBO) as below:

➤ **State (Includes all other Agencies except USAID)**

US Embassy Kampala

Financial Management Center (FMC)

Plot 1577 Ggaba Road

Kampala

➤ **USAID**

US Embassy Kampala / USAID

Office of Financial Management (OFM)

Plot 1577 Ggaba Road

Kampala

Organizing documents for payment

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Required for each call made:

1. Approved BPA Order
2. Invoice
3. Delivery Note (Signed by the caller to confirm receipt of goods)
4. **Give the caller a copy of the invoice and delivery note for purposes of receipt of goods.**

Note:

At the end of each month, these documents should be passed on to either FMC or OFM for payment.

Billing and Payment

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- Bills are submitted once a month
- FMC or OFM require 30 days from date of receipt of a *properly submitted* VAT invoice to process payments
- Payments are by EFT or check (not cash)
- “Properly submitted” VAT invoice means:
 - Sent to the correct Designated Billing Office
 - Includes a consolidated memo clearly listing all the invoices submitted for payment
 - Shows VAT payment
- FMC/OFM informs the vendor via email of all invoices that have been paid
- Vendor submits a payment receipt to the DBO

Account Managers

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- Each BPA holder has a dedicated Procurement Agent handling their Account
- In the event of a discrepancy, the BPA holder should contact the Procurement Agent concerned

Summary

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- The U.S. Embassy spends a good amount of money on procurement of goods and services in the local economy
- We promote fair and open competition (which is why you're here)
- Any qualified and competent business may respond to our solicitations
 - It's not complicated
 - You don't need any "inside" connections

Q & A

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THANKS

